

**City Of Willamina
Minutes of Special City Council Meeting
July 1, 2019
9:00 AM**

Location of Meeting:

West Valley Fire District
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Theresa McKnight
Councilor April Wooden
Councilor Bob Burr
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Director Sarah Frost

Absent: Council President Rita Baller
Councilor Craig Johnson

Mayor Ila Skyberg called the City of Willamina Special City Council meeting to order at 9:00 AM on July 1, 2019 at the West Valley Fire District. Mayor Skyberg led in the flag salute. The Deputy City Recorder Debbie Bernard took the roll call and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Consideration of Open Issues

1. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for the items on the Consent Agenda and asked for a motion.

MOTION: Councilor Burr moved to approve the items on the consent agenda. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight and Lawson all in favor.

Councilor Burr stated the item on the consent agenda is Insurance Coverage Renewal 2019/2020.

2. Resolution No. 18-19-025 A Resolution Adopting A Section 3 Plan and Limited English Proficiency Language Access Plan
Mayor Ila Skyberg
Mayor Skyberg stated the question, "shall the City Council adopt Resolution No. 18-19-025 adopting a Section 3 Plan and a Limited English Proficiency Language Access Plan?"

MOTION: Councilor Burr moved that Council adopt Resolution 18-19-025 adopting a Section 3 Plan and Limited English Proficiency Language Access Plan. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

Discussion: Councilor Burr said when we deal with the Federal government there are strings attached like the Section 3-Limited English Proficiency Plan and noted the Davis Beacon Act required every city to pay prevailing wages which then cost the tax payers more money.

3. Resolution No. 18-19-026 A Resolution Designating The West Valley Enterprise Zone for Electronic Commerce
Mayor Ila Skyberg
Mayor Skyberg stated the question, "shall the City Council adopt Resolution No. 18-19-026 designating the West Valley Enterprise Zone for Electronic Commerce?"

MOTION: Councilor Wooden moved to adopt Resolution No. 18-19-026 designating the West Valley Enterprise Zone for Electronic Commerce. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

Discussion: City Manager West commented the City is uniquely qualified for this zone overlay as we are a 10 gig fiber optic City. She also noted that the application is on a first come first serve basis with July 1, 2019 being the first date allowed for adoption of this Resolution.

4. Resolution 18-19-027 A Resolution Authorizing A Small City Allotment Grant Application by the City Of Willamina
Mayor Ila Skyberg
Mayor Skyberg stated the question, "shall City Council approve Resolution 18-19-027 authorizing a Small City Allotment grant application by the City of Willamina?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-027 authorizing a Small City Allotment grant application for the Fir Street overlay project by the City of Willamina. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

5. Agreement For Community Development Block Grant Administration Assistance with The Mid-Willamette Valley Council of Governments

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council authorize Mayor Skyberg to execute the agreement for Community Development Block Grant Administration assistance with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina.

MOTION: Councilor Wooden moved that the City Council authorize Mayor Skyberg to sign the Agreement on behalf of the City of Willamina. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

6. Informational Reports

Mayor Ila Skyberg

Mayor Skyberg called for the City Manager's report.

City Manager West reported she has been with the City for 2 ½ years and in that time her management team has done an incredible job. She announced that she would be changing their titles to reflect the very high level of responsibility they have taken on in their job duties. As a result, the Public Works Superintendant will formally change to the Public Works Director, Library Manager will change to Library Director, Accountant will change to Finance Manager, and the title of Planning Clerk will be added to the Deputy City Recorder's title. .

MOTION: Councilor Burr moved to adjourn, Councilor Wooden seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on July 16, 2019 at:


West Valley Fire District
825 NE Main St
Willamina, Oregon 97396

The meeting was adjourned at 9:30 AM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard


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Minutes approved by Mayor Ila Skyberg


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July 1, 2019 Special City Council Meeting Minutes